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TCS-7697-64
7 August 1964
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MEMORANDUM FOR: Assistant for Administration, NPIC

SUBJECT: PSD Report for July 1964

1. Attached is a report of the Production Services Division showing production and service accomplishments in the three (3) Branches for the Month of July 1964.

2. Production in the Photo Lab Branch was about average; however, of significance is the output of material for "S" versus "N" Projects and the increase in the number of camera shots. The first point, we believe, is due to the new concept in prefixing project numbers with "S" or "N" and the second is the result of approximately 6,000 shots on the photo mosaic program.

3. The Reproduction and Printing Branch completed 199 reports or an increase of 15% over the monthly average with the major effort being expended on detailed reports. Also, 1,927 diazo and 3,000 photostat reproductions were made.

4. The Information Control Branch received, controlled and disseminated 83 new missions and provided support on 2,520 requests during OAK and MCI exercises. Approximately 3,500 cans of film (75,000 feet) were destroyed during the Month and 275 boxes of materials were retired to the Vital Records Repository.

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Deputy Chief, Production Services Division,
NPIC

Attachment:
As stated

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Report for July 19641. Photographic Laboratory Branch

Category by Type Activity	Monthly Average /1			June 1964			July 1964		
	No. Requests	No. Items		No. Requests	No. Items		No. Requests	No. Items	
		N. Proj.	S. Proj.		N. Proj.	S. Proj.		N. Proj.	S. Proj.
Copy Camera	449	2,320	3,259	457	2,417	996	498	1,783	7,667
Enlargements	687	5,948	4,503	650	7,040	4,576	558	6,476	4,676
Contact Prints	589	11,369	14,836	586	12,111	9,245	543	7,473	17,258
Totals	1,725	19,637	22,598	1,693	21,568	14,817	1,599	15,732	29,601

2. Reproduction and Printing Branch

Category by Type Document	Monthly Average /1		June 1964		July 1964	
	No. Reports	No. Impressions	No. Reports	No. Impressions	No. Reports	No. Impressions
Phase I Immediate Reports /2	20	208,460	19	224,265	17	201,600
Phase II Immediate Reports /3	25	209,142	43	369,225	26	238,700
Reports & Briefs /4	121	640,328	115	532,550	153	727,935
Other Publications /5	4	53,953	4	49,000	3	41,560
Miscellaneous	--	300,944	--	518,130	---	243,087
Totals	170	1,412,827	181	1,693,170	199	1,452,882

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PRODUCTION SERVICES DIVISION
Report for July 1964

3. Information Control Branch

<u>Category by Type Activity</u>	<u>Monthly Average /1</u>	<u>June 1964</u>	<u>July 1964</u>
<u>Registry Activities</u>			
Disseminations /6	2,216	2,462	1,966
No. of Documents Handled	52,578	64,749	51,064
<u>Files Activities</u>			
Requests	2,628	2,938	2,413
Items Loaned	18,349	22,053	14,352
Bulk of Shipments Handled	229	257	275
No. of Boxes	2,154	2,227	2,752
Total Weight (Pounds)	109,833	99,594	123,846
<u>Courier Activities</u>			
No. of Pouches Handled	3,734	3,889	3,818
No. of Courier Runs	692	604	594
No. of Miles Driven	8,855	9,059	8,347
Internal Courier Services (Pieces)	11,064	11,110	10,736

/1 - Averages established during April, May and June 1964.

/2 - Includes OAK, IPIR and SitSum Reports only.

/3 - Includes MCI & MCP Reports only.

/4 - Includes all reports except those in /2 and /3 above.

/5 - Includes Technical Publication, Committee and Special Studies.

HANDLING VIA ATTACHMENT all documents and items requiring controls by report and/or copy number.

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